



**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.

C-931

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** Anne Arundel County Ethics Commission **DIVISION**

Item No.	Description	Retention
01	<i>Supersedes all schedules dated prior to 04/11/01.</i> Financial Disclosure Statements:  Forms completed by County officials and employees, members of boards and commissions, and candidates for public offices; required by Anne Arundel County Public Ethics Law.	Retain for four years in office, then destroy.
02	Lobbying Registrations, Authorizations, and Activity Reports:  Forms completed by lobbyists and employers of lobbyists, required by Anne Arundel County Public Ethics Law.	Retain for four years in office, THEN DESTROY.

Schedule Approved by  
Records Management Officer

4/16/01 *[Signature]*  
Date Signature

Schedule Approved by  
Chief Administrative Officer

May 20, 2001 *[Signature]*  
Date Signature

Schedule Approved by  
Agency, or Division Representative

4-11-01 *[Signature]*  
Date Signature

Schedule Approved by  
State Archivist

JUN 19 2001 *[Signature]*  
Date Signature

Betsy K. Dawson, Executive Director  
Anne Arundel County Ethics Commission